

APPLICATION PROCEDURES FOR A

Drainage Easement Encroachment Variance

Purpose: A drainage easement encroachment variance is an approval for a proposed or existing object or structure to be installed or remain within the City Drain Easement area. A variance may be conditionally granted only if the encroachment does not unduly interfere with the drainage improvements and drainage.
An existing encroachment related to a variance application that is denied must be removed.

Submit: A letter addressed to the Director and Chief Engineer providing the following information: applicant's name and title, return address, phone number, owner's name, tax map key and address of the property, description of the encroachment, and reason for the request.

A map of the area or building plan. The map or plan shall be prepared, stamped and signed, by a Hawaii licensed surveyor or engineer if the encroachment is a fence, wall, or other structure. Include the length and width of the encroachment, owner's name, tax map key, and address on the map or plan.

Attach photographs or other items which will support your request. Items submitted with the application will be kept for our records and will not be returned to the applicant.

Submit requests to: Director and Chief Engineer
Department of Facility Maintenance
City & County of Honolulu
99-999 Iwaena Street
Aiea, Hawaii 96701
Attn.: Division of Road Maintenance

Response: The Director will respond to the applicant in writing. All responses will be mailed to the return address provided by the applicant. The normal processing time for a request is 2 to 4 weeks but may be longer when other City agencies and/or utility companies are involved.

If you have any further questions, please call the Division of Road Maintenance
768-3600